

00392	JOSEPH R. ANDEACCHIO	111	M	7209 902-99-3	E--INSERTING MACH OPR
00347	GEORGE BSA		M	7209 902-99-3	E--INSERTING OPERATOR
00233	JED H. CAZALEH		M	7209 902-99-3	E--INSERTING MACHINE OPR
00044	DUDLEY P. GAZALEH		M	3005 902-99-3	S--SUPERVISOR
07382	JOSEPH M. GEORGE		M	7209 902-99-3 BLK	E--INSERTING OPERATOR
00078	LILLIE E. JIMMONS		M	5039 902-99-3 BLK	E--SECTION LEADER
08172	PATRICIA LEECH		F	7163 902-99-3	E--SECRETARY
00033	ARTHUR L. ROBERTS		M	7209 902-99-3	E--INSERTING OPERATOR
00000	JAMES F. SILLAIR		M	2004 902-99-3	M--ASSISTANT MANAGER
	MORIS MILLER		M	7209 902-99-3 BLK	E--INSERT OPERATOR

OPERATIONS GENERAL

Blue Cross  
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# AFFIRMATIVE ACTION PROGRAM

## AFFIRMATIVE ACTION PRESENT STAFFING

BY ORGANIZATIONAL UNIT

☒ COST CENTER 902  
☐ DEPARTMENT  
☐ DIVISION

LIST JOB CLASSIFICATIONS UNDER MAJOR CATEGORIES	LINE	TOTAL	MALE	FEMALE		ALL MCM		BLACKS		ORIENTALS		AMERICAN INDIANS		SPANISH SURNAME	
				Number	% of Total	Number	% of Total	Male	Female	Male	Female	Male	Female	Male	Female
		A	B	C	D	E	F	G	H	I	J	K	L	M	N
MANAGER	1	2	1	0	0	0	0	0	0	0	0	0	0	0	0
2004 ASSISTANT MANAGER	2	(1)	(1)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
	3														
SUPERVISOR	4	1	1	0	0	0	0	0	0	0	0	0	0	0	0
3005 SUPERVISOR	5	(1)	(1)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
	6														
TECHNICIAN	7	1	1	0	0	1	100	1	0	0	0	0	0	0	0
5039 SECTION LEADER	8	(1)	(1)	(0)	(0)	(1)	(100)	(1)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
	9														
OFFICE & CLERICAL	10	7	6	1	14	2	29	2	0	0	0	0	0	0	0
7163 SECRETARY	11	(1)	(0)	(1)	(100)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
7209 INSERTING MACHINE OPERATOR	12	(6)	(6)	(0)	(0)	(2)	(33)	(2)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
	13														
	14														
TOTAL	15	10	9	1	10	3	30	3	0	0	0	0	0	0	0

Signature of Division/Department Head

*Buddy F. Gonzalez*

Date Prepared

5-16-74



# AFFIRMATIVE ACTION PROGRAM

## AFFIRMATIVE ACTION GOALS

BY ORGANIZATIONAL UNIT

☒ COST CENTER 902☐ DEPARTMENT☐ DIVISION

LIST JOB CLASSIFICATIONS UNDER MAJOR CATEGORIES	JOBS TO BE FILLED		AFFIRMATIVE ACTION GOALS FOR 1974										STAFFING PROJECTION FOR 12-31-74									
	NEW	REPL	FE- MALES	MINORITY GROUPS								TOTAL	FE- MALES	TOTAL MGM	MINORITY GROUPS							
				BLACKS		ORIENTALS		AMERICAN INDIANS		SPANISH SURNAME					BLACKS		ORIENTALS		AMERICAN INDIANS		SPANISH SURNAME	
				M	F	M	F	M	F	M	F				M	F	M	F	M	F	M	F
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
MANAGER	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
2004 ASSISTANT MANAGER	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(1)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
SUPERVISOR	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
3005 SUPERVISOR	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(1)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
TECHNICIAN	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	0	0	0	0	0	0
5039 SECTION LEADER	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(1)	(0)	(1)	(1)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
OFFICE & CLERICAL	0	0	0	0	0	0	0	0	0	0	0	7	1	2	2	0	0	0	0	0	0	0
7163 SECRETARY	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(1)	(1)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
7209 INSERTING MACHINE OPERATOR	(0)	(1)	(0)	(1)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(6)	(0)	(2)	(2)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
TOTAL	0	1	0	1	0	0	0	0	0	0	0	10	1	3	3	0	0	0	0	0	0	0

Signature of Division/Department Head

Buddy E. Gayle

Date Prepared

5-16-74



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# AFFIRMATIVE ACTION PROGRAM

## AFFIRMATIVE ACTION ANALYSIS & PLAN

BY ORGANIZATIONAL UNIT

☒ COST CENTER 902  
☐ DEPARTMENT  
☐ DIVISION

### 1. ANALYSIS OF DATA

1. The Manager category is 100% underutilized below the community standard both in female and MGM category for Assistant Manager (2004) position.
2. The Supervisor category is 100% underutilized below the community standard both in female and MGM category for Supervisor (3005) position.
3. The Technician category exceeds the community standard in MGM and is underutilized by the community standard in female category for Section Leader (5039) position.
4. The Office and Clerical category exceeds the community standard in female category for Secretary (7136) position.

The Inserting Machine (7209) position exceeds the community standard in MGM by 9.0%.

### 2. ACTIONS TO BE TAKEN IN '74 TO MEET AFFIRMATIVE ACTION GOALS

1. The Manager category (2004 Assistant Manager) will remain at 100% underutilization in both Female staffing level (community standard 41.1%) and MGM staffing level (community standard 21.2%) due to the fact that there is no anticipation of turnover in this category for the year 1974.
2. The Supervisor category (3005 Supervisor position) will also remain at 100% underutilization in both female staffing level (community standard 41.1%) and MGM staffing level (community standard 21.2%) due to the fact that there is no anticipation of turnover in this category for the year 1974.
3. The Technician category (5039 Section leader position) will remain at 100% underutilization in the female staffing level (community standard 41.1%) and will remain at 100% in the MGM staffing level exceeding the (community standard of 21.1%) by 78.9%.
4. In the Office and Clerical category position (7209 Inserting Machine Operator) the projection is that there will be one termination in this position. The position will be filled by an MGM which will bring the MGM percentage to 40% exceeding the community standard by 18.9%.

We have had no females apply for this position. We will seek to place a female in this category in 1975.

Signature of Organizational Unit Head

*Buddy E. Gyle*  
*James G. Finley*

Date Prepared

5-16-74